



AP Tool 1 – Create Voucher – Worksheet Copy Option

V.1.4.

07-26-12

This tool provides a guide to creating vouchers by selecting the appropriate value from the 'Worksheet Copy Option' drop down list

START:

Navigate to the **Voucher** page:
Accounts Payable > Vouchers >
Add/Update > Regular Entry >
Voucher > Add a New Value tab

Enter the voucher criteria
and click the **Add** button

Invoice Information
page: 'Copy from a
Source Document' section
> Worksheet Copy Option
drop down list



Note - Copy from a PO: When you are going to copy from a PO (Purchase Order) it is preferred that you leave the Vendor fields and the 'Gross Invoice Amount' field blank (empty), then click the Add button

The screenshot shows the 'Invoice Information' tab in the AP Tool 1 interface. The 'Copy from a Source Document' section is highlighted, showing the 'Worksheet Copy Option' dropdown menu. The dropdown menu is open, showing options: Purchase Order Only, Non PO Receipt, None, PO Receipt, Purchase Order Only, Template, and Voucher. The 'Purchase Order Only' option is selected. The interface also shows fields for Business Unit, Voucher ID, Voucher Style, Setoff Status, Invoice Number, Invoice Date, Action, Interfund Status, PO Unit, Purchase Order, Vendor, Name, Location, *Address, *Pay Terms, Control Group, Accounting Date, and *Currency.

Copy from a Source Document section - **Worksheet Copy Option** drop down list:


There are several options available in the **Worksheet Copy Option** drop down list. The remainder of this document provides a guide for when, or when not, to use each option.

*The State of Kansas **does NOT use** these Worksheet Copy Options:*

- Non PO Receipt
- Voucher


'PO Receipt' option (PO Line = 'Receiving is Required')

- Use the **PO Receipt** option *if your agency has created receipt(s) against the PO* in SMART.

Note: Use the **Activity Summary** page (**PO Tool 1**) to determine if a Receipt has been created against the PO. 


- Using the **PO Receipt** option allows you to be able to pull in the *correct quantities/amounts that were received on the receipt(s)* in SMART.
(As opposed to pulling in the total Quantity/Amount from the PO, and then having to adjust the Quantity/Amount on the voucher).
- The **PO Receipt** option *allows you to copy multiple receipts in to one voucher*. Enter the PO ID number and click the Search button. SMART displays a list of the available receipts for you to select from and copy.

When a receipt is created in SMART, the receipt must have the PO ID number entered in to it for SMART to associate the PO with the receipt. If the PO ID number is not entered in to the receipt when the receipt is being created, then SMART does not associate the receipt to the PO, and the receipt will therefore NOT appear in the list when you use the Search button.

 **Note:** Receipts (partial or full) that have been fully vouchered against will NOT appear in the list, and are therefore NOT available.

'Purchase Order Only' option (PO Line = 'Do not Receive')

- Use the **Purchase Order Only** option to *copy from a purchase order line which has the 'Do not Receive' option selected in the Receiving Tab of the PO Line*
- Using the **Purchase Order Only** option allows you to pull:
 - * *Only one line from a purchase order* in to the voucher; OR
 - * *Multiple lines from one purchase order* in to the voucher; OR
 - * *Multiple purchase orders/lines from the same vendor* in to one voucher
(You need to copy the specific PO lines from each PO, one PO at a time)

 **Note:** SMART will allow you to use the 'Purchase Order Only' option if a receipt has been created, however it is best practice to use the 'PO Receipt' option. You will encounter less issues by using the 'PO Receipt' option.

'Template Voucher' option – Use for Non-PO Vouchers ONLY

- Use the **Template Voucher** option ONLY for repetitive Non-PO Vouchers that are static and do NOT change in quantity or amount.
- Do NOT use the **Template Voucher** option if a PO is needed, OR if a PO is to be associated to ANY of the payments on the voucher.
- Template Vouchers **NEVER** have a Status of "Paid" or "Posted".
- The **Template Voucher** option is provided as an **efficiency tool for repetitive Non-PO Vouchers** and are **vendor specific**.
For example: Monthly fixed cost (flat fee) vendor invoices that do not change in amount or quantity from month to month, OR from payment to payment, **AND funding/distribution information NEVER changes per payment.**

For step-by-step instructions and additional information regarding voucher creation in SMART, please refer to the following Accounts Payable Job Aids (Located on the SMART Website):



- Copy from a Receipt
- Copy from a Purchase Order
- Template Vouchers